U.S. Department of Education
Fund for the Improvement of Postsecondary Education
EC-US COOPERATION PROGRAM PERFORMANCE REPORT

1. **P116J** __ __ __ __ __ __
   (PR/Award No. (e.g. P116J991234) See Grant Award Notification**)**

2. **Institutional Name and Address** **[**See block 1 of the Grant Award Notification**]**

3. **Project Title** [from title page of the application to the EC-US Program]

4. **US Project Director/Contact Person**

   Name _____
   Title   _____
   Telephone Number(_____) _____
   Fax Number   (_____) _____
   E-Mail Address _____
   Project www (if applicable) _____

5. **Performance Reporting Period**
   [See instructions under item 5 for Contents of Report]

6. **Current Budget Period** **[**See most recent Grant Award Notification**]**

7. **Authorized Representative**

   Name (typed or printed)
   _____
   Title

   _____

   Signature _____ Date _____

EC-US Program--Second Year Performance Report

As the project director (US lead partner) for your EC-US project, you must submit a second-year progress report to FIPSE on curricular development, student mobility, and project expenditures. The European Commission's Directorate General for Education and Culture also requires annual reporting from your European partners. We strongly recommend that you consult with your US and EC partners before submitting this second year report.

FIPSE is developing a system for web-based submission of all grant reporting. Until this system is fully operational, there are two options—submit your cover sheet, information on consortium membership, the progress report, the student mobility sheet, and the budget sheet via email as a single Word97 for Windows file to Frank Frankfort at frank.frankfort@ed.gov or send hard copies to Beverly Baker, EC-US Program, FIPSE, 1990 K Street, NW. Washington, DC, 20006-8544. Tel: 202-502-7503

For items 1-5 you mail email an electronic version or send hard copies by regular mail. Item 6 must be submitted on the designated web site.

1. Cover Sheet. Use Performance Report cover sheet. (Word or text only version)

2. Consortium Membership. Please report any changes in consortium names and addresses. Make appropriate changes in the contact information. Please explain the reasons for any institutional or key personnel changes that have occurred. Note that changes in institutional membership or in project directors constitute a change in the scope of the project and require program officer approval.

3. Performance Report. The second year form contains three sections on curriculum, administration, and communications. If your project has a URL website, please list it here.

4. Student Mobility Data Sheet. If you sent or received students during the current year, provide the requested information and submit this sheet as part of your report.

5. Budget Information. Please prepare a budget report following the sample provided. Identify changes to your budget resulting from modifications of project activities described above. If you expect to have unexpended funds at the end of the current budget period, please explain the reason, provide an estimate of the amount, and indicate whether you wish to carry forward some portion or all of the balance into the next budget period. The annual reporting performance period is from the end of the reporting period of the first year through 30 days before the due date of this report.

6. Web-based Project Abstract. As part of your annual reporting requirements you must update your project abstract written last year on FIPSE's web-based database to include the current year's activities and accomplishments. Please check the document entitled, "Project Description Instructions." The updated abstract will be used in our FIPSE Program Book as well as on our website.

EC-US Second Year Progress Report
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Section One: Curriculum

1.   What progress has been made in the second year in continued development on the curricular goals of the consortium? What setbacks or hurdles have you experienced?

2.   What general agreements for courses and internships exist among the partners?

3.   What has been the result of integrating language and culture learning? Please explain how your project is improving the quality of teaching and student learning.

4.   Please describe the results from your evaluation efforts. What do the quantitative and qualitative data indicate about progress made this year?

Section Two: Administration

<u>1.</u> Please explain in your report any institutional or key personnel changes that have come about over the past year.

2.   As stated in the application guidelines, consortia should work toward written agreements and arrangements in key administrative areas. Describe the progress and results that have been made on each of the following areas:

- institutional financial commitment to the project
- financial sustainability beyond the federal funding period
- student recruitment and selection
- student tuition and fees exchange agreements
- student credit transfer and/or recognition

Section Three: Communications

1.   Described in what ways the implementation of your project has been supported by the institutions involved (including faculty, staff, and administrators). How many consortial meetings have you held in the second year and what were the outcomes of those meetings?

<u>2.</u> Has your project received special recognition from your institution or other organizations (e.g., funding agencies, local or national press, and awards)?

<u>3.</u> If your project has a URL (website) that you wish to make available to interested parties, please provide it.

EC-US Student Mobility Data Sheet

Student mobility is one of the key objectives of EC-US Consortia projects. For this reason, you should work closely with your partner institutions in the United States and Europe to track the number of students who study abroad and the duration of their stay. We are interested in tracking both the number of students that have or will study abroad during this current year as well as the cumulative number of students who have studied over the life of the project.

Grant Number: P116J __ __ __ __ __ __ __   (fill in the six digits)

US Lead Institution/Organization: _____

_____Check here if you are finishing the first year of the project and the data requested
      below are not applicable.

Check the year you are now completing: ☐ Year One ☐ Year Two ☐ Year Three

A. From the United States to Europe:

1)   Number of students during current year_____

2)   Total number of students since beginning of project_____

3)   Average duration of stay _____ (weeks)

4)   Average stipend per student in current year $_____

B. From Europe to the United States

1)   Number of students during current year_____

2)   Total number of students since beginning of project _____

3)   Average duration of stay_____(weeks)

4)   Average stipend per student in current year $_____

EC-US Budget Report (sample)

The annual progress report must show your budget for this year, your expenditures, your obligations and projected expenditures, and an estimate of the balance of unobligated funds. You should indicate the totals of the planned and actual cost-share contributions of the consortium partners. If you are not expending funds in the ways expected, identify changes to your budget resulting from modifications of project activities. If you expect to have unexpended or unobligated funds at the end of this year's budget period, explain the reason, and indicate whether you wish to carry forward some or all of the balance into the next budget period. Unless otherwise notified your total unobligated balance will be carried over into the next year. Funds carried forward are not shown on next year's grant award document but are available for draw down.

Amount of Award for Current Fiscal Period: $67.392   Current date: 6/15/2001

Project Costs Requested from FIPSE

	Current Budget 10/01/00 09/30/01	Expenditures 10/01/00 06/15/01	Obligations and Projected Expenditures 06/15/01-09/31/01	Estimated Unobligated Balance 09/31/01
A. Direct Costs.				
1. Salaries	12,800	10,800	2,000	0
2. Benefits	4,100	3,100	1,000	0
3. Travel	6,000	4,000	1,000	1,000
4. Materials	1,000	630	370	0
5. Consultants/ Contracts	4,000	3,000	1,000	0
6. Other (incl.fees)	3,000	3,000	0	0
B. Language Stipends	10,500	9,000	0	1,500
C. Mobility Stipends	21,000	18,000	0	3,000
D. Indirect Costs	4,992	4,122	429	441
Total	67,392	55,652	5,799	5,941

Project Cost Share Totals Provided by All Partners

	Current Budget 9/01/00 8/31/01	Cost Contributions 9/01/00 4/15/01	Obligations and Projected Contributions 4/15/01-8/31/01	Estimated Difference in Contributions 8/31/01
Total	38,600	27,900	4,200	6,500

FIPSE (EC-US): Project Description Instructions

At the inception of a new grant project, at the end of each project year, and at the conclusion of the project, the US lead partner must update the EC-US project information in the FIPSE online grant database. Your description/abstract will be included in the Program Book that is published each year electronically as well as in book form. The grant database is available to the public and serves as a valuable dissemination tool for postsecondary education. Writing and updating project descriptions are part of the annual reporting requirements for an EC-US grant. The instructions below are for new and continuing grantees.

http://www.fipse.aed.org

To begin, go to the website listed above and scroll to the bottom of the opening page. First, select "Manage". Second, enter your account name and password. Use the account number and password provided by FIPSE. Third, proceed through next three screens, starting with "Log In". Continue on the next screen and select "Continue". Finally on the "Welcome to the Grant Management System," screen select "Perform an Annual Submission". You will now be prompted through four steps:

1. Updating the project title and narrative abstract
2. Updating your online references (relevant project website addresses)
3. Updating the subject categories describing your project
4. Updating your contact information

Unless you are submitting a project description for a new grant, you will be given the last description you wrote. You will make all necessary changes online. In most cases, this will mean amending the abstract to reflect all project work to date as well as updating your contact information. Please be sure to check all information for accuracy. For abstract changes, you may delete selected text or all of the text in the text box before copying and pasting new text from a word-processed or other text document. Copying and pasting text will save you the effort of retyping text online. However, you may type directly in the text box if you wish. If you make mistakes, you may always select the "Reset" button at the bottom of the page, which will take you back to the initial abstract before you began to make changes.

Step 1: Write or update your abstract.

You may change your project title at this time. Your updated abstract should be limited to 4,000 characters (including spaces) or less. [Counting characters: If you are first composing your abstract in MS Word, block the text, select Tools, then Word Count. In WordPerfect, block the text, select File, then Properties.]   The abstract should include the following:

- The first paragraph should begin with "Partners:" and list each US and EC partner organization. List the institutions' or organizations' names (in the

original language) plus the two-letter state or nation abbreviation separated by semicolons, for example: Partners: Gulf Coast Process Technology Alliance (TX); Institut Agricole de Beauvais (FR).
NOTE: You will be asked for additional partner contact information under Step 4.

- A **summary of the nature and scope of the problem** addressed by your project.

- A **description of your solutions and strategies for international educational improvement**. Explicitly state what you consider to be the innovative aspects of your project--curriculum, content, structure, or process.

- A **summary of the project's goals**. EC-US projects should include what the national and international education community, employers, and other important stakeholders would gain from the project.

- A **summary of this year's project results and any products developed**.

- A very brief description of how you **evaluated and disseminated** your project.

- The final paragraph should include any awards and honors including the year received (for example: "Awards and Honors: In 1998, the U.S. Small Business Administration recognized the Minor in Small Business as an outstanding state and local program and gave the project a Models of Excellence award.").

Step 2: Provide Online References

Online references are web addresses describing your project or for web-based documents related to the project. They are **not** for the homepage of your institution or organization. Please verify their accuracy before including online references. Online references are not required but are a convenient avenue for you to include more detailed information about your project.

Step 3: Select Subject Categories

Use the on/off buttons to select a recommended **four (4) or fewer** subject categories related to your project. We also ask you to indicate their degree of relevance.

Step 4: Enter Contact Information

Add information about individuals that are the responsible contact persons for your project. These individuals should be knowledgeable about the project and may be used as resources for others to contact in the future. Be sure to list each US and EC partner. The US lead must be listed as the project director of the FIPSE portion of the grant. But it is important to list the EC lead contact plus all other US and EC partners.

- Name of **Project Director** (only one person is listed on the US grant documents) and **Project Co-director(s)**
- Affiliated institution or organization for each person. Check the drop-down menu for your organization's name first. Look for the official name used on your organization's letterhead or on the website. If it does not exist in the list, leave the selection unchanged.
- Contact information for the **Project Director** and **Project Co-Director(s)**
  - Mailing address (include applicable city/state/member nation/zip/post codes)
  - Telephone number with extension (include applicable area/city/nation codes)
  - Fax number (include codes)
  - E-mail address
  - **Personal** website, if applicable. These are web addresses some organizations provide for individual employees (usually providing biographical, resume, and contact information), not project or institutional websites. Do not include personal websites for home computers. (Remember: **project** website addresses are entered as online references, described in Step 2 above.)
  - **Affiliation**: Select the organization where the contact person is located or employed, which is not always the organization that received the grant. If the individual's affiliated organization is not listed, select "None, unlisted, or unknown" at the top of the "Affiliation" drop-down menu.
  - **Remember** to select the "Yes" Project Director title button for the Project Director information and the "Yes" Project Co-director title button for the Project Co-director information.

Technical Guidelines

- Do **NOT** format your abstract. Do **NOT** try to prepare your document as it appears in the Program Book. Prepare it as a general text document with **NO** columns, **NO** indents, and **NO** tabs.
- Leave one line between paragraphs.
- Do **NOT** use bold, italics, color, or other character formatting. They will not appear in the online text.
- Online submission is **text only**.

If you have questions, please contact Dr. Frank Frankfort at FIPSE at 202-502-7513 or <frank.frankfort@ed.gov>.